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Declassified in Part - Sanitized Copy Approved for Release 2013/08/14 : CIA-RDP78B05707A000500050010-4

- PREPARE IN ORIGINAL AND ONLY THOSE COPIES REQUIRED BELOW: (WHEN TRAVEL IS TO BE PERFORMED WITH VOUCHERED FUNDS THE TRAVEL ORDER NUMBER WILL INCLUDE AN "XG" SUFFIX)
 - ORIGINAL - (A) IF AN ADVANCE IS AUTHORIZED AND REQUIRED, THE ORIGINAL WILL BE USED TO DRAW THE AD-
 - VANCE FROM FINANCE OR FISCAL DIVISION, AS APPROPRIATE.
 - (B) IF NO ADVANCE IS REQUIRED. THE ORIGINAL WILL BE USED TO CLAIM REIMBURSEMENT FOR TRAVEL EXPENSES.

FIRST COPY . ORIGINATING OFFICE'S RECORD COPY.

- SECOND COPY . TO FINANCE OR FISCAL DIVISION, AS APPROPRIATE, FOR RECORD PURPOSES.
- IF THE ORIGINAL WAS USED TO DRAW AN ADVANCE, THE THIRD COPY WILL BE USED AS THE TRAVEL ACCOUNTING FOR THE ADVANCE.
- A. FIRST-CLASS ACCOMMODATIONS ON COMMON CARRIERS OR USE OF POA NOT TO EXCEED COST BY COMMON CARRIER INCLUDING PER DIEM AND ALL EXPENSES ALLOWABLE UNDER AGENCY TRAVEL REGULATIONS WHEN NECESSARILY INCURRED IN PERFORM. ANCE OF TRAVEL ARE AUTHORIZED.
 - AUTHORIZATION, OR POST APPROVAL ON A SEPARATE SHEET ATTACHED, IS REQUIRED FROM INCURRING EXPENSES OF THE FOLLOWING: (1) EXTRA FARE PLANES AND TRAINS. (2) USE OF POA NOT TO EXCEED 12 CENTS PER MILE. (3) HIRE OF SPECIAL CONVEYANCES. (4) HIRE OF ROOM FOR OFFICIAL USE. (5) CHARGES FOR EXCESS BAGGAGE. (6) DOMESTIC TRAVEL ON ACTUAL EXPENSE BASIS NOT TO EXCEED \$30 PER DAY. (7) USE OF CONVEYANCE ON ACTUAL EXPENSE BASIS. (8) OTHER EXPENSES NOT NORMALLY RELATED TO TRAVEL NECESSARILY INCURRED FOR OFFICIAL PURPOSES.
- WHEN TRANSPORTATION REQUESTS ARE USED. RECORD THE NUMBER OF EACH AND THE AGENT'S VALUATION OF THE TICKET IN THE COLUMNS PROVIDED. WITH NO AMOUNT ENTERED IN THE COLUMN HEADED "CASH PAID BY TRAVELER." USE THE LATTER COLUMN ONLY WHEN TRANSPORTATION IS PURCHASED WITH CASH. IN WHICH CASE THE COLUMNS HEADED "TRANSPORTATION REQUEST NUMBER" AND "AGENT'S VALUATION OF TICKET" WILL NOT BE USED.
- ATTACH COPIES OF EACH TRANSPORTATION REQUEST ISSUED, IF ANY, RECEIPTS, AND ANY UNUSED TICKETS.
- PAYMENT OF ANY BALANCE DUE TRAVELER SHALL BE MADE BY U. S. TREASURY CHECK UNLESS WRITTEN INSTRUCTIONS ARE IS-SUED TO THE CONTRARY.
- 6. ANY UNUSED BALANCE OF AN ADVANCE SHALL BE REFUNDED BY ATTACHING THE TRAVELER'S PERSONAL CHECK OR A COPY OF A RECEIPT ISSUED BY THE DISBURSING OFFICE IN ACKNOWLEDGEMENT OF A REFUND IN CASH.

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	Info for Travel Voucher for	STAT						
27 Jun 62	Lv. Wash., D. C. @0800 via UA @ 0800 Ar Rochester, N. Y. @0930							
·	Lv. Rochester, N. Y. via UA @1800 Ar Wash., D. C@1930							
	Left National Airport via private auto for home @1945							
NOTE: Na	wishes to claim payment only for \$1.25 parking at onal Airport for the day.							
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